



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

PURCHASING OFFICER II

Job Number: 20001711

Job Code: 92380V000101

Job Group: 9200 - PURCHASING AND STORES

Job Established: 06/16/1982

Job Revised: 02/24/2006

Grade: 11 Salary (MIN - MID):

\$13,581-\$17,990 - Hourly

\$2,206.92-\$2,923.38 - 37.5 Hr. Monthly Salary

\$2,354.04-\$3,118.28 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Performs general administrative work associated with the procurement of and payment for goods and services on an agency-wide basis; and performs other duties as required. (In contract user agencies deals primarily with price contract and local purchase items.)

MINIMUM REQUIREMENTS:

EDUCATION:

Graduate of a college or university with a bachelor's degree in business, marketing or a related field.

EXPERIENCE:

Must have one year of purchasing officer experience.

Substitute EDUCATION for EXPERIENCE:

NONE

Substitute EXPERIENCE for EDUCATION:

Experience as a purchasing clerk or at a higher level within the purchasing field will substitute for the required college on a year for year basis. Certification with the National Institute of Governmental Purchasing as a Certified Professional Public Buyer (CPPB) will substitute for one year of the college requirement OR certification as a Certified Public Purchasing Officer (CPPO) will substitute for two years of the college requirement.

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

NONE

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Reviews requests for local purchases by phone or in writing; authorizes such purchases in accordance with the model procurement code; and maintains records of such authorization. Monitors documentation of local purchases for proper authority; reviews or prepares and signs or obtains proper signature for payment documents; and forwards documents for payment. Maintains approved price contract documents. Receives requisitions for state contract items; checks agency inventory for such items; prepares orders for such items and signs or obtains proper signature and enters orders as appropriate; and expedites and monitors the delivery, inspection, and payment for such order. Monitors agency usage of assigned items, develops reports and makes recommendations for improvements upon indication of material and supplies abuse. Works closely with users to develop specification requests for non contract items. Works closely with purchasing authority in reviewing contract bids to insure that such bids meet the required specifications. Assigns and monitors the work of support staff. Employees in this job title interpret, carry out, and enforce purchasing regulations and policies within the agency. Responsible for locating and purchasing cost-efficient goods and services meeting specifications and for monitoring the efficient use thereof. Has regular contact with persons requesting purchases to explain procedures or to obtain information with potential vendors to obtain prices and lists of goods available. Expedites orders with the state purchasing authority. Develops bid requests and evaluates bids received. Employees in this job title gather, prepare, and maintain purchase and payment documents. Uses routine office equipment such as typewriters, computers, copiers, and calculators. Applies detailed knowledge of state purchasing laws and regulations in the analysis and determination of appropriate purchases.

UNIQUE PHYSICAL REQUIREMENTS:

Physical activities and working conditions consistent with office setting.

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Incumbents working in this job title perform duties in an office setting.

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.